



ANNEXATION PETITION METHOD REQUIREMENTS

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Mon - Fri 7:30 AM - 4:00 PM

In order to process your request for a petition method annexation, the proponent of the annexation proposal must first schedule a **Pre-Application Meeting** with the City of Marysville Community Development Department (CD) in order to review the annexation and proposed boundary. CD will provide the applicant feedback regarding conformance with Snohomish County Boundary Review Board criteria relating to regularity of boundaries, discouragement of unincorporated islands and service issues for police and public works. CD will also provide the proponent feedback regarding petition method annexation process, steps and timing at the pre-application meeting.

After the pre-application meeting the proponent of the annexation proposal will be required to submit the following information to CD in order to process the petition method annexation:

1. A filing fee of \$250.00 is required for annexation proposals less than 10-acres, and \$750.00 for annexation proposals 10-acres or larger.
2. The proponent must submit a complete '*Property Owners Notice of Intention to Commence Annexation*' form (attached). **PROPERTY OWNERS, representing not less than 10% in value**, according to the assessed valuation for general taxation, **must sign and clearly print their name, address, phone number, assessor's parcel number and date** the notice of intention to commence annexation form, otherwise the City cannot accept the annexation request.
3. A Snohomish County Assessor's map must be submitted which clearly depicts the following information:
 - Proposed annexation boundary
 - Acreage of proposed annexation
 - City of Marysville corporate limits in relationship to the proposed annexation boundary
4. A vicinity map must be submitted which clearly depicts the following information:
 - Proposed annexation boundary
 - City of Marysville corporate limits in relationship to the proposed annexation boundary
 - Boundaries of any special purpose districts, including water, sewer or fire districts having jurisdiction in or near the proposal.

When will I find out whether or not the City Council accepts my annexation proposal?

Your annexation proposal will be forwarded to the City Council within 60 days of receipt, if the '*Property Owners Notice of Intention to Commence Annexation*' form is complete and all of the materials outlined above have been submitted. The Council will determine whether or not to accept, reject, or geographically modify the proposed annexation, whether it shall require the simultaneous adoption of the City's Comprehensive Plan and whether it shall require the assumption of all or any portion of existing indebtedness by the area to be annexed.

If the City Council accepts the notice of intention to commence annexation into the City of Marysville, either as submitted or geographically modified, the proponent will then be required to prepare a perimeter legal description of the entire annexation area and circulate the '*Property Owners Petition for Annexation to the City of Marysville.*' The petition must be signed by **PROPERTY OWNERS** within the boundary of the proposed annexation, **representing not less than 60% in value**, according to the assessed valuation for general taxation.

If the City Council rejects the notice of intent to commence annexation, the proposed annexation will be denied. Also, if the council rejects the proposed annexation, the initiating parties have no right of appeal.